



Issuance Date: July 1, 2019

What's New?

Forms

The following CP&P forms have been translated into Spanish to match the English version:

- [CP&P 12-32\(s\)](#), **General Meeting Letter**
- [CP&P 26-63a\(s\)](#), **Letter to Client Terminating CP&P Involvement (referral to other service agency)**
- [CP&P 26-68\(s\)](#), **Letter to Client Regarding Need to Cooperate with Child Protective Services Investigation**

What's Revised?

Policies

- [DCF-III-E-1-01-2015](#), **Employee Dress Code**: this revised policy is intended to empower employees and supervisors to make decisions about the professional attire most appropriate for the work they are doing. For questions regarding office-specific attire requirements, please see your Cost Center Manager.

Revisions to the below policies and form instructions are limited only to the identified terminology related to substance use. No substantive changes have been made:

- [CP&P Form Instructions 11-46](#), **Adult Substance Abuse Assessment Referral Form**: revised language in the instructions to “substance use disorder.”
- [CP&P Form Instructions 11-91](#), **Request for the Disclosure of Health Records or Information**: revised language to “substance use disorder” in the instructions and “substance use treatment” on the form.
- [CP&P Form Instructions 22-5](#), **New Jersey Child Safety Assessment in Resource Family Homes COVER SHEET**: revised language to “substance use disorder” in the form instructions.
- [CPP-II-C-5-1000](#), **Interviewing, Gathering and Verifying Information**: revised language to “suspected chronic substance use.”
- [CPP-IV-D-2-300](#), **Processing the KLG Assessment and Changes to the KLG Court Order**: revised language to “substance use assessment.”
- [CPP-IX-G-1-200](#), **Retention and Collection of Client Information**: revised language to “substance use,” “use of substances,” and “substance use disorder.”
- [OOE-I-A-1-45](#), **Student Substance Abuse in School or at School Related Functions (including Attachment 1 and Attachment 2)**: revised language to “substance use disorder” and “substance use.”
- [OOE-I-A-1-56](#), **Youth Suicide Awareness and Prevention**: revised language to “substance use” and “substance use disorder.”

As a reminder, there are known issues with the Policy Manual search function that are being reviewed. If you need assistance finding or verifying a policy, please contact the Office of Policy and Regulatory Development at 609-888-7030 or policy@dcf.nj.gov.

Click [here](#) to view *Policy Updates*

If you have any questions, please contact the Office of Policy and Regulatory Development at policy@dcf.nj.gov or 609-888-7030.